

Name		
Address		
City	State	ZIP+4
Phone # (      )	Fax # (      )	
E-mail address		
Company (optional)		

**Wenatchee**  
**Free Contractor Training**  
**Registration Form**  
**Friday, June 19, 2009**  
**Special Session Thursday, June 18**

**Mail copy of this registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Shari Purves-Reiter**  
**PO Box 44400**  
**Olympia WA 98504-4400**

**Select one class in each time frame by checking the box.**

**Please bring a copy of this schedule to the training**

**OR FAX to: 360 902-5292**

**OR Call: 360 902-6366 or 360-902-4733**

Time	Room	Course Title	
<b>7:30 AM</b>	Check-in and networking		
<b>8:00 AM</b>			
<input type="checkbox"/>	2105	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	2106	Fall Protection #	1 Hour
<input type="checkbox"/>	2206	OSHA 300 Recordkeeping	55 Minutes
<input type="checkbox"/>	2208	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	2210	Manufactured Housing Installer @ (plus 1 class at 10am for Certification CEU)	
<input type="checkbox"/>	2212	Plumbing Code Training – Part 1**	
<b>10:00 AM</b>			
<input type="checkbox"/>	2105	Construction Contracts – What you should know!	
<input type="checkbox"/>	2106	Residential Construction Accident Prevention and Safety #	2 Hour
<input type="checkbox"/>	2206	The Essentials of Small Business Planning	
<input type="checkbox"/>	2208	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	2210	Prevailing Wage	
<input type="checkbox"/>	2212	Plumbing Code Training – Part 2***	
<b>12:00PM</b>	Lunch – on your own		
<b>1:00pm</b>			
<input type="checkbox"/>	2105	Basic Cash Flow Management - Understand Your Business Financials	
<input type="checkbox"/>	2106	How do I Protect Myself and My Business?	
<input type="checkbox"/>	2206	Heat Related Rules #	55 Minutes
<input type="checkbox"/>	2208	Overtime and Break periods	
<input type="checkbox"/>	2210	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	2212	Electrical Licensing 101 *	
<b>2:00PM</b>			
<input type="checkbox"/>	2105	Subcontracting: Learn About Common Subcontracting Pitfalls	
<input type="checkbox"/>	2106	New Contractor Overview	1 Hour
<input type="checkbox"/>	2206	Ladders, Scaffolds and Stairs #	25 minutes
<input type="checkbox"/>	2208	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	2210	Saving Money on Your Unemployment Insurance Costs	
<input type="checkbox"/>	2212	Everything You Wanted to Know About Your L&I Account	
<b>3:30 PM</b>			
<input type="checkbox"/>	2105	Effective Marketing for Contractors	
<input type="checkbox"/>	2106	Excavation and Trenching Awareness # (or Respiratory Protection for OSHA 10)	1 Hour
<input type="checkbox"/>	2206	Respiratory Protection and Hazard Communication # (or Excavation for OSHA 10)	25 minutes
<input type="checkbox"/>	2208	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	2210	Managing Claims to Control Your Industrial Insurance Costs	

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other\_\_\_\_\_

**Training will take place at:**  
**Wenatchee Valley**  
**Community College**  
**In Wenatchi Hall Building**  
**1300 Fifth Street**  
**Wenatchee, Wa 98801**

☐ \*Yes, I want to obtain 4 hours of Plumbing Industry Related CEU Credit which will require attending the two (\*) required classes plus one other for a fee of \$48.00. (Last three (3) time slots)

☐ \*\*Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

☐ \*\*\*Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

☐ # Yes - I want to obtain my OSHA 10 Certification and will attend the 3pm and 4pm sessions on Thursday, June 18, 2009 Room 2105 and the # marked classes

☐ @ I want to obtain 4 hrs Manufactured Installer CEU – Fee \$40.00(@ Class plus any class at 10am)



# Free Training for Construction Contractors

**Where:** Wenatchee Valley Community College  
In Wenatchi Hall Building  
1300 Fifth Street  
Wenatchee, Wa 98801

**When:** Thursday - Friday  
June 18 -19, 2009

Check-in and networking begins at 7:30 AM on June 19<sup>th</sup>  
or at 2:30pm on Thursday, June 18 if you are getting your OSHA 10 Certification.

**Don't miss out on this great training event! Fax in your registration today!**

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## Course Descriptions and Presenters

**Prevailing Wage** (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Robert Koshman, Prevailing Wage Agent with L&I.

**New Contractor Overview** (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Don Taylor, Contractor Compliance Inspector 2 with L&I.

**Everything You wanted to know about your L&I Account** (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Adrienne Pitts, Policy Manager, L&I.

**Get Money Back from L&I – Say It's So!** (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Gary Van Cleef, Financial Incentives Coordinator with L&I.

**Managing Claims to Control Your Industrial Insurance Costs** (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Lori Bennington, Claims Unit Supervisor, Labor & Industries.

**Overtime, Break Periods and Deductions** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Veronica Gottschalk, Wage and Hour supervisor with L&I

**Hiring "Independent Contractors" in Washington State / Prime Contractor Liability** (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor and Industries.

**State Taxes Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

**Bidding, Estimating and the Bottom line** (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Kris Alberti, President of Northwest Independent Contractors Association.

**Saving Money on Your Unemployment Insurance Costs** – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Michael Cobb, Tax Office Administrator, with the Department of Employment Security.

**The Essentials of Small Business Planning** (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Ted Schinzel, of the Small Business Administration.

**Cash Flow Management - Understand Your Business Financials:** (*All Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Ted Schinzel, of the Small Business Administration.

**\*Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

## Course Descriptions and Presenters, continued

**\* Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Dene Koons, Electrical Inspection Supervisor (Plumber Industry Related CEU Course.)

**Subcontracting: Learn About Common Subcontracting Pitfalls!** (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by Sage Linn, Attorney with Linville Law Firm, PLLC.

**How do I Protect Myself and My Business?** (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by Seth Millstein, Attorney with Linville Law Firm PLLC.

**Construction Contracts – What You Should Know!** (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney, Linville Law Firm, PLLC

**Effective Marketing for Contractors** (*All contractors*) – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Ted Schinzel, of the Small Business Administration.

**\*\*Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

**\*\*\*Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

**OSHA 300 Recordkeeping for Contractors** (*Contractors with Employees*) – Learn which types of injuries and illnesses are recordable under OSHA and how to make entries on OSHA/WISHA recordkeeping forms. Also learn about the OSHA 300 posting requirements and the annual survey of occupational injuries. Presented by Teri Neely, Safety and Health Specialist at Labor and Industries.

**@ Manufactured Housing Installer** (Continuing Education Credit) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries.

**# Residential Construction Accident Prevention and Safety** (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a “Safety Culture” in your workplace. Presented by NICA Safety Instructor.

**# Fall Protection:** (*All Contractors/Employees*) – Workers who work above 4’ from a platform must use fall protection and be trained on its use or implementation. Often at 10’, personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans and is the required training for your employees. Presented by NICA Safety Instructor.

**# Ladders, Scaffolds and Stairways:** (*All Contractors/Employees*) - Basic ladder, scaffold, and stairway safety requirements are covered in this class. Learn the safety regulations and best practices for their use and construction. Also, lean hazards associated with construction tools, including serious injury and death. Presented by NICA Safety Instructor.

**# Heat Related Rules:** (*All Contractors / Employees*) - Heat Stress can affect all outdoor workers. This class covers Employer requirements to provide water on jobsites, signs and symptoms of heat related illness, emergency procedures for heat related emergencies, and related topics. Presented by NICA Safety Instructor.

**# Excavation and Trenching Awareness:** Excavation and Trenching accidents are often fatal. Knowing the basic causes of collapse, the requirements for basic trench safety, available products, and the need for a competent person can save lives at the jobsite. Presented by NICA Safety Instructor.

**# Respiratory Protection/Hazard Communication:** This class is required for employers whose employees wear respirators. All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. All these are provided through this program. Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy’s, and glues. MSDS sheet requirements are also covered. Presented by NICA Safety Instructor.

## Special Sessions available to obtain your OSHA 10 hour Safety Certificate on Thursday, June 18

3:00pm – **# Introduction to OSHA** : This class covers the basic elements of the Federal OSH act, how it applies in Washington State, general regulations, jobsite inspections, and related topics. This is required for all attendees receiving an OSHA 10 card. Presented by NICA Safety Instructor

4:00pm – **#Tool Basics/ Electrical Safety:** This class covers hazards associated with construction tools, including serious injury and death. The electrical portion covers jobsite requirements for electrical safety and dangers inherent with working with electricity. Presented by NICA Safety Instructor

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400

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## Free Training for Construction Contractors Wenatchee, Washington June 18 - 19, 2009

- Want to learn how to **save money** on Workers Compensation or Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to **get your OSHA 10 certification**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Eight different classes on everything from marketing your business to safety training to customer service issues.

### The course has been approved for:

- **Plumbing Continuing Education Credit** – see our website for details and CEU fee.  
<http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.
- **Manufactured Installer Continuing Education Credit** – See our website for additional information  
<http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp> or call: 360-902-6710